

## WORK SCHEDULE AGREEMENT

**Employee Name:** \_\_\_\_\_

**Position title/Series/Grade:** \_\_\_\_\_

**I am full-time and elect to work 8 hours on each of the 10 work days, Monday thru Friday, in the two-week pay period.**

Week #1					Week #2				
Mon	Tues	Weds	Thurs	Fri	Mon	Tues	Weds	Thurs	Fri
8	8	8	8	8	8	8	8	8	8

**I am electing to establish the following regular (non-flexible) work schedule with fixed arrival and departure times with the understanding that I am responsible to submit an Employee Attendance Record Form.**

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Requested by:**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved by:**

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_